# APPENDIX B – SUBMISSION FORM

All Proponents must fully complete Appendix A and provide detailed responses to each of the questions noted below. If you deem a question to be not applicable to you, you must explain or outline why it is so – do not leave any sections or individual questions blank. Please see *APPENDIX C: EVALUATION/SCORING OF SUBMISSIONS* for the evaluation process being used to assess your responses and to determine the Successful Proponent.

**Section 1: Proponent’s Information**

Proponent’s must provide all requested information below; if any information is not provided, the Submission may be disqualified, at DNSSAB’s sole discretion.

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| Company Name: |       |
| Company Address: |       |
| Project Lead: |       |
| Contact Email: |       |
| Contact Phone: |       |

**Section 2: Acknowledgment of Addendums**

We acknowledge receipt of \_\_     \_\_ addendums; and agree that the addendum/addenda form part of the RFEI. I am aware that failure to acknowledge the correct amount of Addendum(s) may result in the disqualification of my Submission, at DNSSAB’s sole discretion.

**Section 3: Proponent's Declaration**

Please initial beside each statement with which you agree. For DNSSAB’s purpose, only those Proponent’s who have accepted (initialed) each statement of the Proponent's Declaration will be considered; failure to agree to any statement may disqualify your Submission.

The Proponent hereby acknowledges and agrees:

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|       | To provide all Goods, Services and Construction, as more specifically set out and in accordance with the Solicitation Document, including but not limited to the Scope of Work, Specifications, Drawings, Addenda (if issued), etc. stated therein, which are expressly acknowledged and made part of this Contract. |
|       | I/WE have reviewed all documents associated with this RFEI and agree to all its terms and conditions. |
|       | I/WE declare that the Submission submitted has been made entirely in accordance with the terms and conditions outlined in the Solicitation Document. |
|       | I/WE declare that this Submission is the only Submission submitted by us and that no other Submission was submitted, by us, using a different name, subsidiary, or by any other means. |
|       | I/WE declare that this Submission offers a single Solution and does not contain multiple Solutions and/or Pricing strategies based on distinct acceptance periods or conditions.  |
|       | I/WE declare that this Submission was submitted by a Proponent (and all Subcontractor(s)) who is not an Opposing Party in legal action against DNSSAB. |
|       | I/WE declare that this Submission is made without collusion, connection, knowledge, comparison of figures or arrangement with any other Proponent, company, firm or persons making a submission and is in all respects fair and without collusion for fraud. |
|       | I/WE declare that the Proponent's company empowers the undersigned to negotiate all matters with DNSSAB's representatives relative to this Submission and any future Contract, and the person named below has the authority to submit this Application on behalf of the Proponent’s Company. |
|       | I/WE declare that no persons associated with this Submission have initiated communication about this Application after it was issued and before the Closing Date or before one or more Contracts are entered in respect of the Scope of Work, which is its subject, with any member of DNSSAB’s Personnel and/or the media. |
|       | I/WE declare that no person associated with this Submission has been convicted of a criminal offence, including but not limited to fraud or theft. |
|       | I/WE declare that no person associated with this Submission has been convicted of any quasi-criminal offence pursuant to applicable legislation or regulations, including but not limited to the Occupational Health and Safety Act, as amended, where the circumstances of that conviction demonstrate a disregard on the part of the Proponent for the health and safety of its workers, DNSSAB’s employees, and/or the general public. |
|       | I/WE declare that no person associated with this Submission has committed professional misconduct, acts, or omissions that adversely reflect on the commercial integrity of the Proponent. |
|       | I/WE declare that if any future Contract is to be negotiated with DNSSAB regarding the subject matter herein, the negotiations and the Contract shall be governed, construed and enforced under the laws of the Province of Ontario and the federal laws of Canada. |
|       | I/WE, including Non-Resident Proponents, shall comply with all Federal, Provincial (Ontario) and Municipal Laws, Acts, Ordinances, regulations, and By-Laws that in any way pertain to the Scope of Work outlined in this RFEI or to the employee of the Proponent. |
|       | I/We, including Non-Resident Proponents, shall charge applicable HST for Ontario. |
|       | I/WE agree that any and all employees or personnel subject to the provision of the Goods and/or Services completed in the Work will be properly trained under the Occupational Health and Safety Act, that every supervisor appointed is a 'competent person' as defined in the Act, and all Work shall comply with the Act's regulations. |
|       | I/WE agree to hold DNSSAB safe and harmless from any property damage; or claims by individuals or third parties, including any legal costs incurred by DNSSAB in connection therewith, on a solicitor/client basis, due to defective, damaged or unsuitable goods and/or services. |
|       | I/We acknowledge and agree that any issued Addendum/Addenda forms part of this RFEI. |
|       | If the Submission is accepted, I/WE agree to furnish all required documentation, as required by the Solicitation Document within Ten (10) Calendar Days after notification of Award. |

**Section 4: Submission Requirements**

Please ensure to answer all questions below as either a **Yes or No** based on your Submission and Company. Please note that if any question has an answer of *No*, your Submission may be disqualified.

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| **YES** | **NO** | **I/WE can confirm that:** |
| [ ]  | [ ]  | Organization has successfully implemented Housing Projects in the past, and over multiple occasions (3+ times) and met established deadlines.  |
| [ ]  | [ ]  | Project(s) will result in the creation of affordable rental units that would rent at or below 80% of the Average Market Rent for the Nipissing District. |
| [ ]  | [ ]  | Project(s) to be developed through new construction, the purchase of existing housing with or without subsequent rehabilitation or the conversion of existing buildings. |
| [ ]  | [ ]  | Project(s) will conform to current design and building standards established in the Building and Fire Codes. |
| [ ]  | [ ]  | Project(s) to be located within the boundaries of the Nipissing District. |
| [ ]  | [ ]  | Project(s) will provide tenancy to individuals/households from the Housing Access Nipissing – Centralized Waiting List and/or social and market housing and/or the Coordinated Access Nipissing By-Name List. |

**Section 5: Project Proposal**

All Proponents must provide a detailed response to the Scope of Work by fully answering each of the questions noted below. If you deem a question to be not applicable to you, you must explain or outline why it is so. **Proponents are not required to use the below template to submit their Proposal, however, are accountable to ensure all information is included.** The use of PDF, word or PPT is acceptable. Supplemental materials in the form of an electronic file (PDF, Word, PPT, Excel) are also acceptable.

1. Please provide a brief history of your organization, including relevant experience and qualifications of key personnel and funders including names, professional qualifications, years of experience, location, and list similar projects undertaken by the Proponent.

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1. Please describe your conceptual project development plans – outlining high level project stages (may include architectural drawings if available / applicable).

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1. Please identify the client or target group to be served.

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1. Please describe how you consider Site Selection including identifying suitable land available for development and the geographical area to be served. Discuss zoning restrictions, if any. If a specific site has yet to be identified, comment on the availability of suitable land in the area.

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1. Identify the type of housing to be built/acquired that is most suitable for the target group’s needs. Identify the total number of units and unit sizes to be developed.

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1. Please describe any Cost Effectiveness Considerations your organization will undertake. Comment on ways and means to control or reduce cost such as equity (land, cash, etc.).

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1. Outline what (if any) type of contribution, either up front or ongoing, might be required by DNSSAB (i.e. capital, operating, rent supplements, other).

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1. Outline what (if any) other contributions might be required for your project (i.e., land, municipal contributions, other).

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Note: A MS Word copy of Appendix B can be provided through an e-mail request to dnssab.contracts@dnssab.ca.